

Site Visit Programmatic Questions
Catholic Charities St. Paul/MPLS
6/29/15

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Progress in Catholic Charities programs has been steady with the exception of the Hmong clients who have had a slight decline.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
Numbers will be readjusted to the work plan for 2015-16 but are fairly consistent.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
There has been an increase in the number of clients participating in the fathering program.
- Do you anticipate making any changes to the 2014-15 Work Plan? If so, in what way and for what reasons?
There will be slight changes to the numbers to readjust for changes in the populations being served.

3. Fiscal Review

- Review of the 2012-14 expenditures spreadsheet
- Have you or do you intend to revise your 2014-15 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment.
Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
The Financial Reconciliation will take place this fiscal year.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed. N/A

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2013-14 Evaluation Report Summary will be discussed.
- Your 2014-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.
The Evaluation plan has been organized and Linda is designing and helping to manage the progress.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
Yes.
- Do you want to revise your website posting?
Linda will email MDH with any changes.

8. Issues specific to this grantee

Catholic Charities has been grateful for the PA funding, but has had to find other creative ways to continue to provide the same level of original programming due to flat funding since the PA funding began.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

A tour of the facility was given.

10. How can MDH be more supportive of your program?

No suggestions were given at this time.

11. Other?